

# Application Checklist

## Special Purpose Home Repair Program (SPHRP)

[The following required documentation must be submitted with your application to the Department of Human and Community Development.]

Required Documents	Check
<b>Application Form – COMPLETE, SIGN &amp; DATE</b> <span style="color: red;">ENCLOSED</span>	
<b>SAVE Affidavit</b> <span style="color: red;">ENCLOSED</span>	
<b>Authorization for Release of Information</b> (All household members age 18 & over) <span style="color: red;">ENCLOSED</span>	
<b>Verification of Household Income</b> (All household members age 18 & over)	
<b>Paystubs for the most recent 30 days</b> (All household members age 18 & over)	
<b>W-2 and/or 1099 statements for the current year (2014) &amp; prior year (2013)</b> (All household members age 18 & over)	
<b>Federal Income Tax Returns, including Schedules, current year (2014) &amp; prior year 2013</b> (All household members age 18 & over)	
<b>Award Letters (Most Recent Years)- Social Security and/or Retirement Pension</b> (All household members age 18 & over)	
<b>Alimony/Child Support Documents/Divorce Decree or Court Order</b> (All household members age 18 & over)	
<b>Self-Employment Income – YTD Profit and Loss Statement and Balance Sheet</b> (All household members age 18 & over)	
<b>Current Georgia Driver's License or State issued Identification Card or Passport</b>	
<b>Rental Agreements and Schedules identifying rental income</b> (All household members age 18 & over)	
<b>Copy of Power of Attorney (If Applicable)</b>	
<b>Bank Statements – Most recent two months for all asset accounts including Checking, Savings, Stocks, Bonds, Retirement Accounts, etc. (Include all pages)</b> (All household members age 18 & over)	
<b>Verification of Mortgage(s) – Mortgage Statement and Company Contact Information</b>	
<b>Property Warranty Deed</b>	
<b>Certified copy of Trust (if property is held in the form of a Trust)</b>	
<b>Proof of Homeowner's Insurance</b>	
<b>Proof of Flood Insurance (If Required), showing Agent's name and address</b>	
<b>Utility Account Verification (Electric, Water, Gas) covering most recent 30 days</b>	
<b>Verification of the disposition of any additional homes (If Applicable)</b>	

**NOTE: Household income must be certified at the time of the Application approval prior to the of SPHRP assistance.**

**All application packages and required documents should be mailed in a secure envelope to the address below:**

Attn: Special Purpose Home Repair Program  
Department of Human and Community Development  
330 W. Ponce de Leon Avenue, 6<sup>th</sup> Floor  
Decatur, Georgia 30030

**All inquiries may be addressed by calling the following:**

Telephone: (404) 371-2144